

CITY OF BURBANK

RECYCLING COORDINATOR

DEFINITION

Under general direction, to manage and supervise the City's Source Reduction and Recycling Plan in compliance with the California Integrated Waste Management Act (AB 939); and perform related work as required.

ESSENTIAL FUNCTIONS

Implements, plans, directs and manages a variety of recycling programs to form a comprehensive citywide waste reduction and recycling program to meet the requirements of the California Integrated Waste Management Act (AB 939); prepares and maintains the Source Reduction and Recycling Element of the City's Integrated Waste Management Plan, as well as, other required documents; manages and evaluates new and existing programs such as the City's automated curb side Refuse Collection Program, drop-off recycling, office paper recycling, backyard compost, business recycling, and other household hazardous waste; restructures the City's recycling programs as necessary; oversees the daily operation of recycling contractors; negotiates and recommends contract amendments; provides liaison between the contractors and citizens; complies with all applicable county, state, and federal legislation; directs the development and participates in the public education and information activities for waste reduction and recycling; prepares and presents written and oral reports to the City Council, community and business groups, schools and neighborhood groups; initiates the development of new revenue sources through grants, awards, and other appropriate avenues; prepares bids and specifications for recycling services; administers recycling budget; supervises recycling staff; makes effective recommendations regarding hiring, promotions, and transfers; effectively recommends disciplinary action as needed, up to and including termination; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of - laws, ordinances and practices affecting recycling programs; environmental issues that affect solid waste management; the principles of management and supervision.
- Ability to - manage and operate a variety of recycling programs; develop and present a variety of media materials to motivate others to recycle; work with diverse groups of people; analyze administrative problems and develop effective solutions; communicate effectively both verbally and in writing; establish and maintain effective work relationships with City officials, supervisors, contractors, community groups, fellow employees, and the public.

Education/Training: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to two years of experience in the administration, development, or implementation of a recycling program and graduation from an accredited four-year college.

License & Certificates: A valid California Class "C" driver's license or equivalent at time of appointment.

SUPPLEMENTAL INFORMATION

None.